


# ALERT! ALERT! ALERT!

---

General Support Services  
Office of the State Controller  
1525 Sherman St., Ste 250  
Denver CO 80203  
Phone: (303) 866-3281  
Fax: (303) 866-4233

## ALERT #104

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall   
State Controller

DATE: August 8, 1997

SUBJECT: *Revised State of Colorado Substitute Form W-9*  
*Fiscal Rule Hearing Held*  
*Distributions to the State Fair*  
*Error in Revenue Forecasting and Tracking Policy*  
*New Contract "Special Provisions" Page Available*  
*FY97 Close a Solid Success*

---

### *Revised State of Colorado Substitute Form W-9*

The revised State of Colorado Substitute Form W-9 may be ordered from Juniper Valley Products, Commodity No. 615-82-50-7093. The revisions comply with updated treasury regulations (Revenue Procedure 96-26, 1996-8 IRB 22, effective date extended by Announcement 96-77). The form is used to obtain vendors' legal names and taxpayer identification numbers before they are added to the COFRS Vendor File. All agencies must use this form unless written authorization is obtained from the State Controller's Office permitting the use of a substitute Form W-9. Please discontinue using the old Form W-9. Inquiries may be directed to Joyce Miller 303/866-3816.

### *Fiscal Rule Hearing Held*

Two amendments to the contracts section of the fiscal rules were adopted without change on July 16, 1997. One requires a notice of the possibility of offset of payments to vendors owing child support arrearage or delinquent debts to the state. The other adds industrial hygienists to the list of professionals whose services must be acquired by contract. While these fiscal rule changes will not be effective until September 1, 1997, the requirements under the law were effective July 1, 1997. Copies of these changes are posted on our website at [http://www.state.co.us/gov\\_dir/gss/acc/accpubs.htm](http://www.state.co.us/gov_dir/gss/acc/accpubs.htm). A copy of this change will be available from Juniper Valley (Commodity No. 615-82-50-2997) by September 1, 1997. Additionally, the fiscal rules are available on diskette by contacting Jody Pyott of our office at 866-3281.

### *Distributions to the State Fair*

One of the pick-up boxes in the State Controller's Office Distribution Center has been designated for the State Fair (Pueblo). SCO employees package the contents of this box every Tuesday and Friday



afternoon to be picked up by the Pony Express runner that evening. Daily pick-ups are made from the distribution center box marked "Pony Express - Pueblo" but items placed in that box must be pre-packaged and clearly labeled. Pick-ups from that box are mid-afternoon and arrive the following business day. This service is made available to our customers with the assistance of Mail Services Division of Central Services. Our thanks for their help in opening this line of communication for our newest agency.

#### Error in Revenue Forecasting and Tracking Policy

There is an error in the policy titled Article X, Section 20 of the State Constitution and Program Revenue Forecasts which was issued under the signatures of the State Controller, Clifford W. Hall and the Director of the Office of State Planning and Budgeting, George Delaney on May 1, 1997. The error is minor and does not affect the content or goal of the policy.

Following is a list of where the error occurs and how it should be corrected:

- ♦ On page 1 of Attachment B - Detailed System Instruction, there are two screen prints of the RTRK table. One is identified as Example One: User Estimates Entered by Quarter, and the other is identified as Example Two: User Estimates Entered by Each Fiscal Period. In both screen prints there is a field titled "FMT"; left hand side just above the column for accounting period (AP). The value in the field is "S". This value should be "E".
- ♦ On page 2 of Attachment B - Detailed System Instructions, in the Field Descriptions section, the field description identified with the letter (g) instructs the user to enter "S" for the standard RTRK table format. This should instruct the user to enter "E" for standard RTRK table format.
- ♦ On page 3 of Attachment B - Detailed System Instructions, #4 instructs the user to enter "S" in the FMT field. This should instruct the user to enter "E" in the FMT field.
- ♦ On page 4 of Attachment B - Detailed System Instructions, #4 instructs the user not to change the "S" in the FMT field. This should instruct the user not to change the "E" in the FMT field.

These are the only occurrences of the error. If you have questions about this notification, please contact your field controller.

#### New Contract "Special Provisions" Page Available

The revised last page of the contract "Special Provisions" containing vendor offset language is now available from Juniper Valley. The commodity number is 615-82-50-6038. The pre-printed contract first page and the "Special Provision" first page have not changed. Questions about use of these new provisions may be directed to Phil Holtmann at 303/866-3809.

#### FY97 Close a Solid Success

A hearty **"Thanks"** to everyone that made this year's close the best ever. Input, review, COFRS availability and response time have all improved over last year and the proof will be in the statewide product - statewide financial statements and TABOR report. Since we hope to do even better next year, we would appreciate your suggestions for improvement in the annual survey which will be out soon.